



**STATE OF TENNESSEE
DEPARTMENT OF TREASURY**

**REQUEST FOR INFORMATION
FOR
DEATH MATCH SERVICES**

**RFI # 30901-42419
Release Date:**

1. STATEMENT OF PURPOSE:

The State of Tennessee, Department of Treasury ("State") issues this Request for Information ("RFI") for the purpose of identifying what death match software services are available, understanding the scope of databases each service utilizes, inquiring about obituary services, death certificate retrieval, and other new services to improve the quality and timeliness of death matches. We appreciate your input and participation in this process.

2. BACKGROUND:

The Tennessee Consolidated Retirement System ("TCRS") is a Public Employee Retirement System providing defined benefit pension plans for four large groups of public employees: K-12 public school teachers, higher education employees, State employees, and local government (also called political subdivision) employees. Local governments voluntarily decide whether to be a participating employer in TCRS.

With over \$48 billion in assets TCRS is the 23rd largest pension plan in the United States. It serves over 220,000 active members and 138,000 retirees. The annual retired payroll exceeds \$2.5 billion.

3. COMMUNICATIONS:

3.1. Please submit your response to this RFI to:

Dawn Rochelle
Tennessee Department of Treasury
502 Deaderick Street
Andrew Jackson Building, 13th Floor
Nashville, Tennessee 37243
Telephone: (615) 253-8770
Email: Dawn.Rochelle@tn.gov

- 3.2. Please feel free to contact the Tennessee Department of Treasury with any questions regarding this RFI. The main point of contact will be:

Dawn Rochelle
Tennessee Department of Treasury
502 Deaderick Street
Andrew Jackson Building, 13th Floor
Nashville, Tennessee 37243
Telephone: (615) 253-8770
Email: Dawn.Rochelle@tn.gov

- 3.3. Please reference RFI# **30901-42419** with all communications to this RFI.

4. RFI SCHEDULE OF EVENTS:

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued		March 18, 2019
2.	Written "Questions and Comments" Deadline	2:00 p.m.	March 27, 2019
3.	State Response to Written "Questions and Comments"		April 3, 2019
4.	RFI Response Deadline	2:00 p.m.	April 11, 2019
5.	Scheduling of Presentations		April 22, 2019
6.	Presentations by Respondents		Before May 8, 2019

5. GENERAL INFORMATION:

- 5.1. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the State.
- 5.2. The information gathered during this RFI is part of an ongoing procurement. In order to prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. In the event that the state chooses not to go further in the procurement process and responses are never evaluated, the responses to the

procurement including the responses to the RFI, will be considered confidential by the State.

5.3. The State will not pay for any costs associated with responding to this RFI.

5.4. If you have any questions or comments concerning this RFI, it is important you e-mail them to the State's main point of contact by no later than the Written Comments Deadline detailed in RFI Section 4, Schedule of Events. The State will post its official responses to questions at the following internet site on the date detailed in RFI Section 4, Schedule of Events:
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/supplier-information-/request-for-proposals--rfp--opportunities1.html>

5.5. The State Point of Contact may contact entities that have submitted responses to this RFI in order to schedule presentations relative to the respondents systems, tools and services. Presentations must be conducted via a standard online web conferencing site hosted by the vendor. Such presentation should be limited to one (1) hour and demonstrate functionality specifically addressing items within the RFI

6. INFORMATIONAL FORMS:

The State is requesting the following information from all interested parties. Please fill out the following forms:

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TECHNICAL INFORMATIONAL FORM	
1.	RESPONDENT LEGAL ENTITY NAME:
2.	RESPONDENT CONTACT PERSON: Name, Title: Address: Phone Number: Email:
3.	BRIEF DESCRIPTION OF EXPERIENCE PROVIDING SIMILAR SCOPE OF SERVICES/PRODUCTS
4.	Please explain how the death match process works. Do you utilize a secure website or encrypted email and attachments? How quick is the reporting turnaround? Please describe all the methods by which you make the death match services available (flat file securely transmitted by SFTP or logging on to secure site; transmitting file real-time, etc.)
5.	What is the matching logic? What data elements are utilized to identify matches? Are there different levels of certainty in the matching logic? Does your system utilize fuzzy logic when determining matches and providing results?

6. What format is the State required to utilize when interacting with your death service database? What data elements are returned to the State and in what format?
7. How often do you generally run the death match service for your other customers? Is it real time, once a month, twice a month, or some other schedule?
8. What sources of information are included in your death services database? What federal databases are incorporated into your death services? What state or local databases are incorporated into your death services? What actions are you taking to have the most comprehensive death services database in the industry?
9. Do you have any alternative services to identify death matches? Explain how these alternative services help close the gaps in the sources of information that are not included in your death services database?
10. Do you have the ability to provide death certificates?
11. How do you identify deaths for those that live outside of the United States and/or may not be U.S. citizens?
12. What happens when you identify incorrectly reported death information? Do you have policies and procedures for these instances? What steps are taken to keep the death information as accurate as possible? If a person is incorrectly reported as deceased, what steps must the individual take to have their information correctly updated? Is your service involved in updating incorrect information or does this take place with the source database? If a record is previously identified as deceased and information is updated in the source records, would a new match be provided based on the new information?
13. What steps do you recommend be followed to verify the death matches reported back to the State? Do you provide additional services to verify the well-being of our members?
14. Please explain your policies and procedures for data security and protecting the confidentiality and integrity of the data.
15. Would you be willing to perform a demonstration for the State?

COST INFORMATIONAL FORM
1. Describe what pricing units you typically utilize for similar services or goods (e.g., per hour, each, etc.):
2. Describe the typical price range for similar services or goods
3. What cost ranges are generally associated with any alternative services identified above?

ADDITIONAL CONSIDERATIONS
1. Please provide input on alternative approaches or additional things to consider that might benefit the State: